



City of Buena Vista  
Request for Proposals: Internet Service Provider  
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**Introduction & Background**

The City of Buena Vista is seeking an Internet Service Provider (ISP) to supply high-speed service to select City government facilities.

In April of 2020, the City published a Request for Proposals for Internet Service Providers for four City government locations. While this RFP yielded competitive proposals, it was cancelled due to evolving City needs. The City chose to change internet services at additional locations, and the City chose to delay selection of new ISP(s) until after a new Managed Services Provider was selected in a separate procurement process.

Connection to the municipally-owned Rockbridge Area Network Authority (RANA) fiber network is preferred wherever possible. For locations with RANA drops existing or feasible, proposals must include this option.

**Services Required**

The City of Buena Vista seeks stable high-speed internet connections at the following City-owned facilities:

1. City Hall, 2039 Sycamore Avenue
  - a. RANA will fund construction of new drop to serve this location
2. Dickinson Well, 235 South Magnolia Avenue
  - a. RANA connection may be available but is not required for this location
3. Fire Department, 2010 Sycamore Avenue
  - a. Existing RANA drop to Fire Department building. This connection will be shared with Commonwealth Attorney's Office
4. Public Works, 2735 Alleghany Avenue
  - a. New RANA drop preferred
5. Vista Links Pro Shop/McCauley Pavilion, 100 Vista Links Drive
  - a. New RANA drop preferred

Each location should be provided with a connection rated at 100 mbps/50 mbps and one static IP address.

Connections and any associated hardware must be able to support Voice Over IP.

Selected provider must coordinate with the City's Managed Services Provider information technology on construction, connection, monitoring, and technical support.

### **Instructions for submittal**

Proposals must be received no later than **Friday, August 7<sup>th</sup> 2020 at 2:00PM**. Proposals must be sent via email to [troberts@bvcity.org](mailto:troberts@bvcity.org) in PDF format addressed to

Thomas Roberts  
Director of Community & Economic Development  
City of Buena Vista  
2039 Sycamore Ave  
Buena Vista VA 24416

No oral or telephone proposals submitted will be considered.

Please note that after the contract has been awarded, if awarded, all proposals become public information unless marked as proprietary or confidential.

### **Proposal Requirements**

- Company's background in providing services, including customer references of similar size.
- Details of services and rates
- Construction/implementation details and cost breakdown for connecting to each location

### **Questions**

Please direct all questions to Thomas Roberts via phone or email.

Phone: (540) 261-8607

[troberts@bvcity.org](mailto:troberts@bvcity.org).

### **Award Process and Evaluation Criteria**

A committee of City staff will review all proposals submitted. Within a two week (14 day) period following bid opening, the City will select the award winner or request further information for evaluation. The committee will evaluate the proposals based on the following criteria:

- Cost (both short-term and long-term)
- Adequacy of services proposed
- Company background and capacity

At its discretion the City may choose to withdraw or cancel this RFP or choose to award none of the bidders. Further, final contracts are subject to approval by City Council or City management.

The City of Buena Vista does not discriminate on the basis of age, sex, race, religion, or any other protected class, and encourages minorities and disadvantaged business enterprises to submit proposals.